



**GUIDELINES
FOR THE
TRANSPORTATION GRANT PROGRAM**

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TRANSPORTATION GRANT PROGRAM GUIDELINES

The Maryland Energy Administration (MEA) believes the development of a clean, efficient transportation system is important as we move Maryland's economy forward. The Transportation Grant Program is one way to increase the access to and usage of cleaner, more efficient modes of transportation by Maryland consumers. This program will make awards for projects in the following categories; biofuels including renewal liquid or gaseous fuels, electric transportation and consumer behavior modification. In this program biofuels are defined as; E85 and biodiesel (minimum blends of B20). Fuels must meet ASTM specifications. E85 is an 85 percent ethanol blended gasoline fuel, and B20 is a 20 percent soybean (or other renewable feedstock) oil blended diesel fuel. Renewable liquid or gaseous fuels could include but are not limited to butanol, hydrogen and ammonia. Electric transportation is defined as; plug-in electric hybrid vehicles and equipment, all electric vehicles and equipment, heavy duty hybrid vehicles with associated equipment and idle reduction equipment powered by electricity. If there are any questions, please call the Program Manager, Chris Rice. The Transportation Grant Program is administered by MEA.

As Maryland becomes more active in the sustainable transportation sector, it is important to state the goals of this program. MEA supports increasing the access and usage of cleaner, more efficient modes of transportation. MEA may award up to **\$100,000** per application through this solicitation. There is no minimum award amount. Minimum grant award: \$2,000

Please read these guidelines carefully before requesting funds from the Transportation Grant Program. These guidelines describe eligibility, funding limitations, the grant approval process, and specific information needed in the grant applications.

APPLICATION TIMELINE

Please pay close attention to the dates set forth below. It is important to note that if awarded, the project must be finished and all grant money must be drawn down by June 30, 2009. Additionally, MEA reserves the right to award additional grants after October 22, 2008 but before June 30, 2009.

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| August 28, 2008 | -Transportation Grant Program announced and posted to MEA website. |
| October 15, 2008 | -Applications must be received by MEA and/or postmarked by this date in order to be eligible.
-E-mail confirmation will be sent out to each applicant verifying that the application was received. |
| October 22, 2008 | -All applicants will be notified of their award or denial via e-mail.
-Project initiation can begin after award notification. |
| November 19, 2008 | -Grant agreements will be generated and sent out by this date for those who received award notification. |
| January 1, 2009 | -First quarterly report is due from grantees. Reporting will continue quarterly. (January-April-July-October) |
| June 30, 2009 | -Project must be completed and all claim vouchers must be submitted for reimbursement on the grant award. Unless awarded after 10/22/08, in |

June 30, 2010

which case completion must be by 6/30/2010.
-Grant agreement expires.

ELIGIBILITY

Applicants

State government, local government, non-profit organizations, private citizens and private corporations/companies are eligible to apply for the Transportation Grant Program. Those who may have multiple projects are allowed to apply for more than one; however, each project needs to be on its own application and each will be scored separately.

In order to be eligible for consideration, each project must abide by the following: projects must start and finish in the given timeline, **October 22, 2008 or after award notification-June 30, 2010.**

Costs

Projects eligible for grants include the biofuels, electric transportation and consumer behavior modification.

Costs that are eligible under this grant program are: equipment, vehicles, installation, site preparation, fuel, implementation, planning, and signage.

Eligible projects must apply commercially available technologies. Transportation grants will not be awarded to fund research projects.

GRANT AMOUNTS

Grant amounts are available up to a maximum of **\$100,000.**

Minimum grant award: \$2,000

Only costs incurred after approval notification are eligible for funding. Project construction can not begin until award notification. Costs incurred after approval and prior to execution of the grant agreement (contract) are made at the applicant's risk. Funding is assured only after final execution of the grant agreement.

SCORING CRITERIA

The Maryland Transportation Grant Program Review Team will score applications based on the following criteria:

- 1. Estimated Annual Gallons Sold or Displaced**
- 2. Cost Share**
- 3. Ability to Complete Project During Specified Timeframe**
- 4. Environmental Benefits**
- 5. Complete Application**
- 6. Proof of Insurance**
- 7. If Applicable, Permit Information**
- 8. (2) Quotes from Equipment/Installation Providers for Project Budget**

TERMS

Grants are only available for eligible recipients. Matching funds are encouraged for this grant program. MEA reserves the right to fund all or none (\$0) of the money allotted depending on the quality and eligibility of applications. Funds cannot be drawn down until there is an executed grant agreement. **The claim vouchers for funds must be submitted by the grant agreement expiration date of June 30, 2010.** All grants from MEA are on a reimbursement basis only. There is no advance payment with this grant program.

Funds may be used in conjunction with other financing programs; however, the Grant funds may only be used for eligible costs as outlined in the Costs section above. Recipients must disclose all federal awards received per year. Any grantee expending Five Hundred Thousand Dollars (\$500,000) or more in federal awards per year must have an audit made for that year by an independent auditor. Non-profit organizations, institutions of higher education, and local governments should consult the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" for guidance.

GRANT RESPONSIBILITIES

Reporting Requirements

A report is due at the end of each quarter and a final report at the end of the funding period. Quarterly reporting will commence January 2009 and will continue in perpetuity or until the equipment, vehicle... becomes inoperable. The report will detail activities/results such as timelines, budget information including grant monies received, amount of fuel sold, average price per gallon of alternative fuel, number of gallons saved, quantified environmental benefits and a narrative on the project's progress. These results/activities are provided to MEA by the grantee in the form of Quarterly Reports which are due in January, April, July, and October of

each year. The reports will be used to track progress made by the grantee as well as used to report to the U.S. Department of Energy.

Maintain Communication

The grantee shall maintain communication with MEA.

Site Visits

Grantee shall allow MEA to conduct project site visits when given (5) business days notice. Neither MEA nor its agents, representatives, or employees, shall be liable for any property, product liability, personal injury, or any other types of claims, including claims based on the negligence of MEA, its agents, representatives, or employees, arising out of or related in any way to the activities of MEA, its agents, representatives, or employees at the project site.

Permits

Grantee is responsible for identifying and obtaining all local, state and federal permits and licenses necessary for the implementation and operation/execution of projects.

APPLICATION PROCESS

Each interested applicant must fill out an application and send it in along with all required documentation to Chris Rice by October 15, 2008. Applications can be found at:
<http://www.energy.state.md.us/incentives/transportation/index.asp>

GRANT APPROVAL

The Maryland Energy Administration administers the Transportation Grant Program and will review and score all grant applications. If the applicant is approved by MEA, a grant agreement will be drawn in order to establish the terms of the grant and other conditions needed to manage the grant. Award notification will be made by October 22, 2008 and grant agreements will be sent to awardees by November 19, 2008. Once the awardee signs and returns the grant agreement to MEA, MEA will begin the State approval process. This process can take up to 8 weeks for completion. Upon completing the State approval process, the awardee may draw down on grant funds as the project is completed.

CONFIDENTIALITY INFORMATION

To the extent permissible by law, the Maryland Energy Administration (MEA) will honor an applicant's request that confidential information submitted to MEA will remain confidential. MEA will treat information as confidential only if: (i) the information is, in fact, protected confidential information such as trade secrets or privileged or confidential commercial or financial information; (ii) the information is specifically marked or identified as confidential by the applicant; (iii) the information is segregated and placed in a separate appendix to the

application; and (iv) no disclosure of the information is required by law or judicial order. If the application results in award of a grant, the honoring of confidentiality of identified data shall not limit the right of MEA to disclose the details and results of the grant to the general public.

FOR MORE INFORMATION

Contact:

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The Maryland Energy Administration may request additional information from an applicant to help evaluate an application.